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1985-86 UNOPA General Meeting Minutes

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UNOPA

Time and place: The August 27, 1985 Board meeting was held in the Press Room at the Sports Center.

Members Present:

Mary Ann Robertus	Mary Buell
Shirley Horstman	Jan Wassenberg
Debbie Ruthsatz	Betty Castan
Janet Wagner	Sue Gilleland
Susie Krieter	Kathy Martin
Sherryl Wallman	Dorothy Liska

Call to Order: The meeting was called to order by President Mary Ann Robertus.

Minutes: Jan Wassenberg made a motion to approve the minutes as corrected. Susie Krieter seconded the motion, the minutes were approved as corrected.

Announcements: Renewal of Membership to NEOPA. Sue Gilleland is to receive "Crossroads", NEOPA Publication, as are Kathy Martin, Mary Buell and Betty Castan.

October 2nd is National Education Office Career Awareness Week.

Mary Ann Robertus as president of UNOPA was asked by Personnel to select several members to interview with the candidates for Classification/Compensation Manager and Employment Manager position that are vacant in Personnel. Bruce Currin asked for their input. Kirk Beyer was selected as Classification/Compensation Manager and Queen Foreman selected as Employment Manager.

There will be a "Power Communication Workshop" on September 25, 1985. Shelley Everett was planning on attending but at this printing she was unable to go.

In order for courses to count in the PSP program they have to be 2 credit hours.

Office Support Staff Certificate Program does not count towards the PSP Certificate. Janet Wagner is going to get a definite answer to see if these courses will count towards the PSP Certificate.

Jan Wassenberg sent NEOPA report for the Fall Newsletter.

Treasurers Report: Shirley Horstman passed out the 84-85 and 85-86 UNOPA Budgets for review. It was agreed to delete \$25.00 from the Commission on Status of Women and \$25.00 from Institutional Membership (B. Munn) used in previous budgets and allocate \$115.00 to the Retiree Recognition Lunch and \$70.00 to Postage, etc.

Balance of	\$697.71
Bills were	\$348.64
	<u>\$349.07</u>
Fall Workshop	\$169.86
	<u>\$179.21</u> left in
	Treasury

Last year's budget went over \$160.00 of the amount allocated for the year. Shirley will have the new budget ready for the October Meeting.

Committee Reports:

Employee Concerns: Mary Buell and Lorraine Moon met with Bruce Currin and Rosalind Fisher. They were told that there is not enough money for to give increases to persons receiving the PSP Certificate at this time. It was hoped to get some kind of remuneration for the PSP persons, by doing this, maybe more would go into the program. Also getting help on dues payment to national or other types of organizations. Mr. Currin was going to contact Southern Mississippi University to get their solutions to these problems.

By January/February Mary and Lorraine would have their proposals ready to present to the membership.

Hospitality: Betty Castan is checking into ideas for the Christmas meeting - bring food for needy at Christmas, etc. - favors for Bosses Lunch, maybe using stick-on labels with UNOPA seal on them. It was decided to wait and see where we are on the Budget.

Membership: Debbie Ruthsatz reported that they are not sending new pins to the old membership, we are to use the ones from last year - the membership packets will be coming out soon.

Nominating: Nothing to report.

Professional Growth: Janet Wagner reported that Kay Stephens has taken another position outside the University so she is looking for a replacement for her on her committee.

It was a general consensus to use the ETV Board Room for our night meeting and ask for volunteers for an Ad Hoc committee to plan the meeting.

Mary Buell and Janet Wagner, Past President and Professional Growth Chairperson met to review a request for reimbursement of funds from Sue Gilleland for her trip to the NAOP meeting in July, 1985. During the process of determining the amount to give Sue, it was discovered that no previous stipulation had been made regarding the monetary support of attendance at workshops/seminars other than presented by UNOPA for travel or lodging expenses. It was also discussed that, although the requests for funds from the Foundation this year were minimal, future years could be a different story and the fund would be depleted rapidly. Therefore, the Professional Growth Chairperson and Past President recommended to the board that a limit be placed on these amounts. It was suggested

that a motion be entertained to change the guidelines for the administration of the UNL OFFICE/SERVICE STAFF DEVELOPMENT FUNDS, number 2b) portion of travel expenses (dollar amount at the discretion of the Executive Board) and 2c) portion of lodging expenses (dollar amount at the discretion of the Executive Board).

The suggested amounts were 50% for travel up to \$30 and 50% for lodging up to \$30.

Jan Wassenberg made a motion that 2b and c of the GUIDELINES FOR THE ADMINISTRATION OF UNL OFFICE/SERVICE STAFF DEVELOPMENT FUNDS be changed to read: b) portion of travel expenses 50% up to \$30 and c) portion of lodging expenses 50% up to \$30. Second by Debbie Ruthsatz. Motion carried.

Members will be receiving a copy of these GUIDELINES at a future meeting.

Program:

Tentative program schedule of UNOPA Meetings for 1985/86.
Sept. 10: Casual Corner "Dress for Success on a Budget" and Laurie Bellows--Continuing Studies. At CC
Oct. 8: Nothing scheduled at this time. At CC
Nov. 20: Joint Meeting with UAAD.
Dec. 10: Buffet - Northeast High School Christmas Music at Nebraska Center.
Jan. 14: Financial Planning-On a Limited Budget, Robert Frey, Union Bank & Trust and Laurie Bellows--Continuing Studies. At EC
Feb. 11: Employee Concerns Panel Discussion-Mary Buell. At CC
Mar. 11: Bosses Luncheon-"Job Motivation", Jerry McGinn--Lincoln Fire Dept. At EC
Apr. 8: Honor Past Presidents-"Teamwork" - At CC
May 13: Installation of Officers. At EC

Ways & Means:

Susie Krieter handed in her committee list and will have her report ready for next meeting.

UNOPA Notes:

Kathy Martin reported that the Annual Report should be out to the membership by the end of the week.

October Board Meeting will be picture taking day.

New Business:

Board Meeting for November will be changed to the 12th.

Sue Guileland will present the plaque that Pat Lehecka won at the drawing at NAOP, read Bruce Currin's letter and present the awards that UNOPA received at the national convention.

Lori Bellows will speak on the programs that Continuing Studies has to offer for the Office Support Staff Certificate Program.

Head Table count will be 5 and at the close of the meeting the Mary Ann asked that the UNOPA chairpersons stand in back of the room after the meeting to form a reception line.

Debbie Ruthsatz to give the membership goals.

Propose to membership for an Ad Hoc committee for the evening meeting.

Employee Concerns By-Laws need to be changed but this will be discussed at a later date.

Next Meeting: Board Meeting October 1, 1985.

Adjournment: Motion by Sue Gilleland to adjourn, second by Debbie Ruthsatz. Motion carried.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

Date and Place The September 9, 1986, UNOPA meeting was held in the Centennial Room at the City Campus Union.

Welcome and Call
to Order President Jan Wassenberg welcomed members to the first UNOPA meeting of the year and called the meeting to order.

Minutes A motion was made to approve the minutes by Connie Husa. Linda Olsen seconded this motion.

Announcements:

President Jan Wassenberg introduced the head table. Guests were acknowledged and introduced.

Jan informed the membership that the board passed a motion to have members write their names on and wear the computer labels like those furnished today.

Sheila Perry, Publicity Chairman, stated that the monthly UNOPA Notes flyer will be the only one coming out this year. The bi-annual notes will not be printed. Also, if you have any announcements for the Notes, please send them to her.

Kathy Ryan, Professional Growth Co-Chairman, asked for input on any upcoming workshops or seminars. Her committee will be setting up a table at each general meeting with workshop information available to all that are interested.

Kathy also informed the membership of the Fall Workshop. This will be open to "1987 Renewed Members Only." The date for the workshop is October 28; guest speakers will be Dr. Clarice Ramsey and Dr. Richard Fleming.

New Business: None

Old Business: None

Program: Kay Hartmann, Program Chairman, introduced Dr. Doug Gale from the Computing Resource Center as today's speaker. Dr. Gale spoke on "Past, Present, and Future Computing at UNL." Some highlights of Dr. Gale's speech are as follows: Three realities in the change of the future are (1) demographics, (2) the U.S. economy, and (3) growth in computer technology.

Program cont...

Dr. Gale related to the group that the people of Nebraska are turning into more of an informational type of society as opposed to the agriculturally minded society we were in the 1950's. And, people and the knowledge they possess are going to be the most strategic resource needed for this type of society. People are going to be the competitive advantage to any work force. Institutions are going to strive to keep their best people, and the C-line type of position should do well in this era.

Meeting Adjourned

The meeting was adjourned by President Jan Wassenberg.

Sherryl Wallman
Recording Secretary 1986-87

UNOPA

Date and Place	The October 14, 1986, UNOPA meeting was held in the Centennial Room at the City Campus Union.
Welcome and Call to Order	President Jan Wassenberg welcomed members and guests and called the meeting to order.
Minutes	Dorothy Liska made a motion to approve the September meeting minutes. Mary Buell seconded the motion. Motion carried.
New Business:	Velma Janzen, Treasurer, presented the membership with copies of the September Treasurer's Report. The 1986-87 UNOPA budget was also presented to the membership for their approval. There was a short discussion concerning the budget item for the UNOPA Newsletter. Connie Husa made a motion to approve the budget; Diane Cihal seconded the motion. Motion carried.
Announcements:	<p>The Professional Growth committee placed forms on the tables concerning the Fall Workshop which will be held at the East Campus Union.</p> <p>Jan announced that there are 118 members to date. She also encouraged members to get their renewals sent in right away.</p> <p>A Business English class is being offered by the Division of Continuing Studies. Contact Orvid Owens for more information.</p> <p>The NEOPA Fall Conference will be held in Wayne, Nebraska, on October 25, 1986. A van will be provided for interested persons. Funds are also available to reimburse up to twelve registration fees. One person will be asked to be UNOPA's representative and report back to the membership.</p> <p>Alice Torwirt is in charge of the NEOPA State Meeting. This meeting is being hosted by UNOPA on May 1-2, 1987. Alice needs more volunteers for committees.</p>
Old Business:	None

Program:

Kay Hartmann, Program Chairman, introduced today's speaker, Lois Jean Hartmann. Mrs. Hartmann is active in several organizations pertaining to the Beef Industry, and she is also Kay's mother. Mrs. Hartmann talked about "Meat, Diet, and Health." She touched on the four major health concerns in our lives today; 1) heart disease, 2) cancer, 3) hypertension, and 4) obesity. By controlling our diet we can help prevent some of these diseases from affecting our lives.

Mrs. Hartmann also stated that contrary to popular belief, red meat is not the villain the public has been led to believe it is. As a matter of fact, the slogan we will be seeing on TV is "Beef--Real Food for Real People." Mrs. Hartmann had packets for everyone to take home and enjoy. Enclosed were informational brochures and recipes.

Meeting Adjourned:

The meeting was adjourned by President Jan Wassenberg.

Sherryl Wallman
Recording Secretary
1986-87